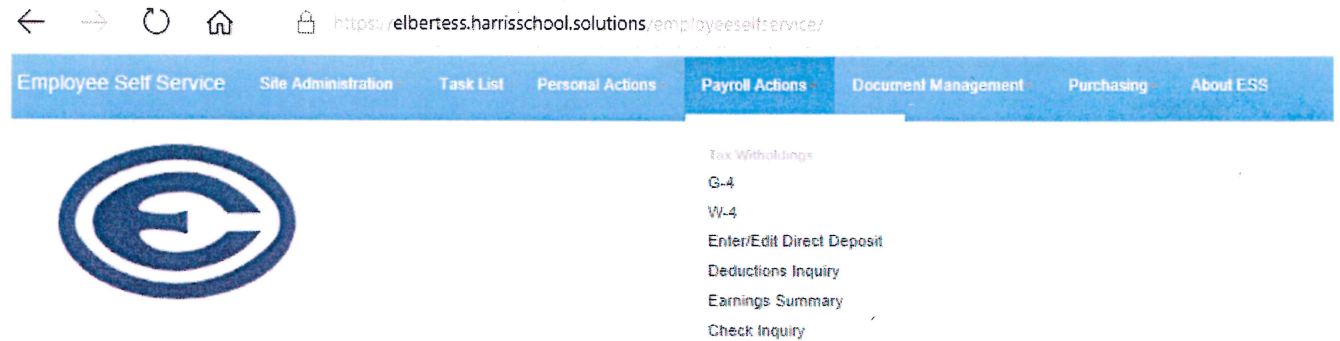


## Employee Self Service Features

### **Employee Self Service offers several types of information your employees can **view at anytime:****

Demographics, Direct Deposit, Deductions, W4, G4, Leave Balances, Earning Summary, Check Inquiry, W2 and contracts



Substitute are able to see the employee they subbed for under Earnings History. This will show the employee, date and amount paid.

### **Employee Self Service offers 4 ways for your employees to submit **change requests:****

Demographics, Direct Deposit, G4, and W4 selections.

### **How do I access to ESS?**

The web address for ESS is <https://elbertess.harrisschool.solutions>

### **How do I login to ESS?**

When employees first register for ESS they will key in a User Name, Email Address, Name, SSN, Employee ID Number, and setup a password. Once they have registered they will receive an email that allows them to login to ESS using the User Name and Password they created below.



### Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name

Email

First Name

Last Name

Social Security Number

Employee Number

Password

Confirm password

Register

Back

#### Miscellaneous:

Terminated employees will be able to login to ESS to run their reports as well as submit addresses changes.

#### **Is my information secure?**

We utilize the highest encryption available in the industry to ensure that data is secured. In addition, multiple levels of security are in place to ensure your identity and sensitive information is secured on our hosted servers.